

**For:** State and County Offices

**Uploading Automated LFP Registers**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice LDAP-66 provided:

- instructions for using the internal County Office LFP register spreadsheet

**Note:** County Offices were instructed to use the internal County Office LFP register spreadsheet to place all producers on the LFP register beginning September 3, 2014. County Offices were also instructed to transfer manual register information to the internal County Office LFP register spreadsheet by COB **September 30, 2014**.

- that instructions for submitting the fully completed internal County Office LFP register spreadsheets would be provided at a later date, so that the spreadsheets could be used to obligate funding to ensure that the correct sequestration percentage was applied.

**B Purpose**

This notice provides:

- instructions for saving the internal County Office LFP register spreadsheet to the .csv file format
- instructions for providing the internal County Office LFP register .csv files to the National Office
- the deadline for completing the instructions in the notice.

Disposal Date	Distribution
November 1, 2014 9-29-14	State Offices; State Offices relay to County Offices

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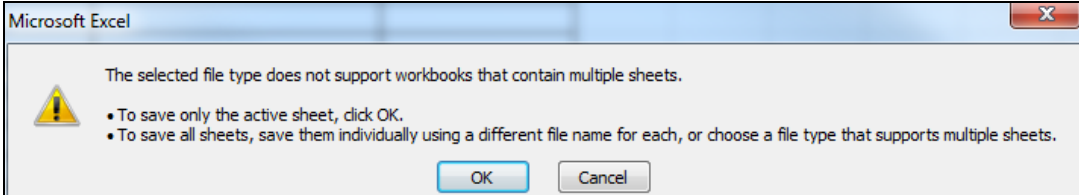
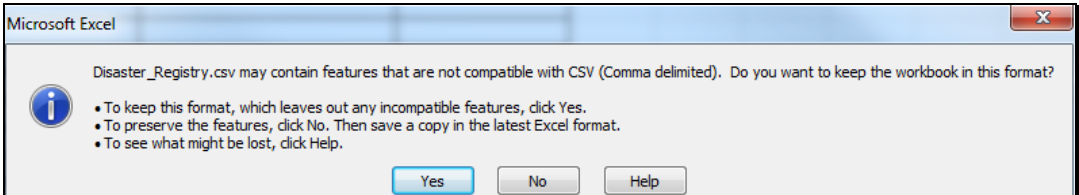
### 2 Saving Internal County Office LFP Register Spreadsheets in the .csv File Format

#### A Saving LFP Register Spreadsheets in the .cvs File Format

Before instructions in paragraph 3 can be completed, the Internal County Office LFP Register spreadsheet file format **must** be changed to the .csv format.

#### B Instructions for Changing the File Format

Follow these steps to change the Internal County Office LFP Register spreadsheet file format.

Step	Action
1	Open the Internal County Office LFP Register spreadsheet.
2	CLICK “File,” “Save As” and the “Save As” pop-up screen will be displayed.
3	Navigate to the location where the new file will be saved.  <b>Note:</b> Ensure that the location selected is easily remembered or written down because the location will need to be found in a later step.
4	In the “File Name” field, enter “ <b>LFP_Register_XX_XXX</b> ”.  <b>Note:</b> Replace XX with the 2-digit State Code and replace XXX with the 3-digit County Code.
5	From the “Save as type” drop-down list, select “ <b>CSV (Comma Delimited)</b> ”.
6	CLICK “ <b>Save</b> ”.
7	If the following pop-up dialog box is displayed, CLICK “ <b>OK</b> ”.
	
8	If the following pop-up dialog box is displayed, CLICK “ <b>Yes</b> ”.
	
9	The document is now saved in the .csv file format. CLICK “X” in the upper right corner of the screen to close the document.

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### 3 Instructions for Providing the .csv File

#### A Overview

The National Office will be calculating an estimated LFP payment obligation amount for all producers that were updated to the LFP register by COB September 30, 2014. To calculate the estimated LFP payment obligation amount, the National Office needs the LFP registers from **every** County Office. This paragraph provides instructions for providing the .csv file created in paragraph 2 to the National Office.

#### B Providing the .csv File to the National Office

County Offices:

- will be using the existing AskFSA process to provide the .csv files
- shall e-mail the .csv file created in subparagraph 2 B to the National Office as follows:
  - create a new e-mail to **askfsa@usda.gov**
  - subject shall be “County Office LFP Register Upload – XX XXX”  
**Note:** “XX” is for State code and “XXX” is for county code.
  - attach the applicable .csv file
  - CLICK “Send”.

### 4 Action

#### A State Office Action

State Offices shall ensure that County Offices:

- are immediately notified of the contents of this notice
- complete the instructions in this notice by the deadlines provided in subparagraph B.

State Offices shall contact the National Office by COB October 1, 2014, for any County Offices having a problem with any steps in this notice. Contact both of the following by e-mail to:

- **alison.groenwoldt@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**.

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### 4 Action (Continued)

#### B County Office Action

County Offices shall:

- continue accepting LFP registrations through COB **September 30, 2014**
- ensure that internal County Office LFP registers are completed by COB **September 30, 2014**
- complete the instructions in paragraphs 2 and 3 by COB **October 1, 2014**

**Important Note:** Any LFP registers not submitted according to the instructions in paragraph 3 by COB **October 1, 2014**, **will not** be included in the obligation estimate and, as a result, the producer's payment will be sequestered at the higher percentage of 7.3 percent.

- contact the State Office immediately if any problems occur with the steps in this notice.